



**AMERICAN LEGION
POST 176
BY-LAWS
AND
STANDARDS OF OPERATIONS,
CONDUCT AND DISCIPLINE**

ARTICLE I

Membership

Section 1. A member of Post 176 is defined as an individual that belongs to one of the four Legion Family organizations: American Legion, American Legion Auxiliary, Sons of the American Legion, or American Legion Riders. Some individuals can be members of more than one Legion Family organization. A member in good standing is defined as one who has paid his/her annual dues by 1 January of the applicable year. A member in good standing from another Post would be a guest at Post 176. Any member in good standing may use Post 176 Social Quarters. A Legionnaire is an individual who has served or is currently serving in the armed services. Only Post 176 Legionnaires in good standing are entitled to vote at the General Membership Meeting (GMM).

Section 2. A member whose dues for the current year have not been paid by January first shall be classified as delinquent. If their dues are paid on or before February first, the member shall be automatically reinstated. If the member is still delinquent after February first, the member shall be suspended from all privileges. If the member is still under such suspension on June first of such year, their membership in The American Legion shall be forfeited. A member so suspended or whose membership has been forfeited may be reinstated to active membership in good standing by vote of the membership or upon payment of current dues for the year in which the reinstatement occurs.

ARTICLE II

Board of Incorporation

Section 1. The Post Commander, Post Finance Officer, Post Adjutant, Past Post Commander and the First Vice shall constitute the Board of Incorporation and shall serve as President, Treasurer, Secretary and members at large respectively.

Section 2. The Board shall meet once yearly at the call of the President and shall transact all necessary corporate business. It shall be the duty of the Board to notify the Corporation Commission, Commonwealth of Virginia, and to submit such reports as are required by the Commission. It shall also be the duty of the Board to see that all corporation taxes and/or all license fees are paid to the Commonwealth of Virginia in a timely manner.

ARTICLE III

Management

Section 1. The government and management of this Post is entrusted to a group of fifteen (15) members to be known as the Executive Committee (EXCOM).

Section 2. The EXCOM shall consist of the Immediate Past Commander in addition to the current Officers of the Post. Officers of this Post shall be elected annually at the GMM in May and take office no later than the June meeting.

Section 3. All vacancies existing in the EXCOM shall be appointed by the Post Commander. However, for the purposes of the offices of the Post Commander, First, Second, or Third Vice Commander, the "right of ascendancy" retains such that any vacancy occasioned by the resignation, death or inability of the office-holder, the office shall be offered to the First, Second

or Third Vice Commander, respectively, for the unexpired term of such office. A vacancy shall exist when the Executive Committee person is absent from his/her Post for a unexcused continuous period; resigns; passes away; changes EXCOM positions; or is considered by a majority vote of the EXCOM to be a member or Officer detrimental to the interest of the Post.

Section 4. Regular meetings of the EXCOM may be observed by the Membership-at-Large. If the presiding officer rules the committee is going into Executive Session then all observers must vacate the meeting. Dates, times and places of all committee meetings should be placed on the bulletin board and/or announced during the GMM when feasible and announced in the Post newsletter.

ARTICLE IV

Post Executive Committee

The Post Executive Committee shall meet for the post organization and such other business as may come before it at the call of the Post Commander within thirty days after the installation of the new officers. Thereafter, the EXCOM shall meet on the third Tuesday of the month, and as often as the Commander may deem necessary. Eight (8) members of the EXCOM shall constitute a quorum thereof.

ARTICLE V

Duties of Officers

Section 1. Duties of Post Commander. The Post Commander is the Chief Executive of the Post. It shall be the duty of the Post Commander to preside at all general membership meetings and EXCOM meetings of the Post. He/she shall make an annual report covering the business of the Post for the preceding year and recommendations for the ensuing year. These reports shall be read at the annual May meeting and a copy thereof shall be forwarded to the Department Adjutant as necessary. He/she shall act as the President of the Board of Incorporation and perform other specific duties as outlined in *The American Legion Officers Guide and Manual of Ceremonies*.

Section 2. Duties of the Vice Commanders. The Vice Commanders shall assume and discharge the duties of Commander in the absence or disability of, or when called upon, by the Post Commander. They shall act upon all matters referred to them by the Post and shall perform such other duties as are usually incident to their offices. It is the duty of the Vice-Commanders, and other officers, to provide periodic reports to the Commander and the EXCOM on the progress of their committees. The Vice Commanders shall be responsible for obtaining annual reports from their respective committee chairpersons.

Section 3. Duties of the First Vice Commander. In addition to the duties outlined in Section 2 above, he/she shall exercise primary responsibility for the Post membership program, while he/she may appoint someone to assist in these duties, he/she retains ultimate responsibility. He/she will oversee all Veterans Affairs & Rehabilitation (VA&R) activities specifically as related to reporting in the Consolidated Post Report. He/she will appoint a chairperson for each committee under his/her charge and perform such other specific duties as outlined in *The American Legion Officers Guide and Manual of Ceremonies*.

Section 4. Duties of the Second Vice Commander. In addition to the duties outlined in Section 2 above, he/she shall be responsible for the inspiration of patriotism and good citizenship by arrangements for proper observances of patriotic occasions, encouragement of patriotic and civic phases of instructions in schools, and activities for community and civic betterment. He/she will oversee all Children and Youth activities specifically as related to reporting in the Consolidated Post Report. He/she will appoint a chairperson for each committee under his/her charge and perform such other specific duties as outlined in *The American Legion Officers Guide and Manual of Ceremonies*.

Section 5. Duties of the Third Vice Commander. In addition to the duties outlined in Section 2 above, he/she shall oversee the chair of the House Committee and shall be responsible for the overall coordination, direction and execution of the House Committee responsibilities as outlined in Article VIII. The Third Vice-Commander is also responsible for planning and executing all entertainment in the social quarters. He/she will serve as the Public Relations chair and oversee all Americanism activities specifically as related to reporting in the Consolidated Post Report. He/she will appoint a chairperson for each committee under his/her charge and perform such other specific duties as outlined in *The American Legion Officers Guide and Manual of Ceremonies*.

Section 6. Duties of the Post Adjutant. The Adjutant shall: have charge of and keep a full and correct record of the proceedings of all meetings, keep such records as the Departmental and National organizations may require, render reports of membership annually or when called upon at a meeting, handle all correspondence of the Post, and perform those duties applicable to Post 176 as enumerated in the Post Adjutant's Handbook, updating and performing the duties as applicable of *The American Legion Officers Guide and Manual of Ceremonies*, and act as the Secretary of the Board of Incorporation. None of these records or minutes should be kept outside of the Post home.

Section 7. Duties of the Finance Officer. The Finance Officer of the Post shall have charge of all finances and see that they are safely deposited in some local banking institution. He/she shall report once a month to the Executive Committee the conditions of the finances of the post, and is required to present a financial report at the GMM. In addition to the monthly reports to the EXCOM and GMM, the finance officer will report bi-weekly to the Post Commander all income and expenditures. At this time, he/she may make recommendations deemed expedient or necessary for raising funds with which to carry on the activities of the Post. He/she shall furnish such surety bonds in such sum as shall be fixed by the Executive Committee. The Post Finance Officer will chair the Finance Committee, and act as the Treasurer of the Board of Incorporation. He/she shall update and perform all additional duties as applicable in *The American Legion Officers Guide and Manual of Ceremonies*.

Section 8. Duties of the Historian. The Post Historian shall be charged with individual records and incidents of the Post and Post members. He/she shall be responsible for updating and performing all additional duties as applicable in *The American Legion Officers Guide and Manual of Ceremonies*.

Section 9. Duties of the Chaplain. The Chaplain shall be charged with the spiritual welfare of the Post Membership and will offer divine but nonsectarian service in the event of dedications, funerals, and public functions, etc., and adhere to such ceremonial rituals as recommended by the National or Departmental headquarters from time to time. He/she shall be responsible for

updating and performing all additional duties as applicable in *The American Legion Officers Guide and Manual of Ceremonies*.

Section 10. Duties of the Judge Advocate. The Judge Advocate shall be the legal advisor of the Post Commander, the Post Membership, and the EXCOM and shall interpret this Post's Constitution and By-Laws, and rules on such other matters as may be required of him/her by the Post Commander, the Post Membership, or the EXCOM, and shall also serve as the prosecuting officer if a trial is necessary. A trial will be done IAW the National American Legion SOP. He/she shall be responsible for updating and performing all additional duties as applicable in *The American Legion Officers Guide and Manual of Ceremonies*.

Section 11. Duties of the Service Officer. The Service Officer shall render service to comrades who performed service at any time in the military forces, including the Merchant Marine in World War II. He/she will provide basic veterans' benefit information and be aware of the Veteran Affairs (VA) laws and regulations as outlined in the American Legion Service Officer Guide. He/she will assist in matters of hospitalization, in the prosecution of just claims against the United States or State Governments for disability and death compensations or pensions, in matters pertaining to insurance under legislation of the Congress of the United States, etc. He/she shall also assist and direct the Post in service to the community by cooperating with other welfare organizations. He/she shall be responsible for updating and performing all additional duties as applicable in *The American Legion Officers Guide and Manual of Ceremonies*.

Section 12. Duties of the Sergeant-at-Arms. The Sergeant-at-Arms shall preserve order at all meetings and shall perform such other duties as maybe assigned him/her by the Post Commander. He/she shall be responsible for arranging and conducting all public and/or private ceremonial functions, dedications, funerals, color guard, ceremonies, etc., in which this Post may participate. He/she shall be responsible for updating and performing all additional duties as applicable to *The American Legion Officers Guide and Manual of Ceremonies*.

Section 13. Duties of the three (3) Executive Committeemen-at-Large. They shall be responsible for updating and performing all additional duties as applicable to *The American Legion Officers Guide and Manual of Ceremonies*.

Section 14. Immediate Past Commander. The Immediate Past Commander will be the most recent outgoing Commander from the previous year, in order to ensure continuity. In the event the Immediate Past Commander is not available or otherwise not able to accept the position, it will remain vacant during the remainder of the term. He/she shall perform such other specific duties as outlined in *The American Legion Officers Guide and Manual of Ceremonies*.

ARTICLE VI

General Manager Position

The General Manager will play the key role in the operation of Springfield American Legion Post 176. The General Manager has the overall responsibility for directing the daily operations of the Post facilities and employees, primarily the Warrior Café and the Social Quarters, ensuring compliance with the Commonwealth and Fairfax County and City standards in all areas of operation, including product preparation and delivery, customer relations, Warrior Café and Social Quarters maintenance and repair, inventory management, team management, recruiting and retention of team members, financial accountability, ensuring that the highest quality

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products and services are delivered to each customer and other duties as required or assigned. The General Manager reports to the Post Commander, on behalf of the Executive Committee. The General Manager should be a member of Post 176.

ARTICLE VII

Finance

Section 1. The revenue of this Post shall be derived from annual membership dues and from such other legal sources as may be approved by the EXCOM.

Section 2. Any change in the amount of such membership or initiation fees and the amount of such annual dues shall be fixed by this Post at the regular January meeting of the Post.

Section 3. The Post shall pay to the Departmental Headquarters the National and Departmental annual membership dues for every member of the Post as the members pay their dues to the Post.

Section 4. All checks issued by the Post over \$500.00 will be signed by one Officer and a stamp (either digital or otherwise) as Designated by the Executive Board, or the General Manager

Section 5. All checks issued for improvements approved by the membership by a predetermined amount shall be signed by the General Manager or designee and the Post Commander.

Section 6. Spending authority and/or limits:

A. The Post Commander / Finance officer may spend up to a total of \$400.00 each occurrence without prior authorization of the EXCOM

B. The Post Commander and General Manager shall be issued a credit card for use in the normal operations only for the Post.

C. Excluding normal operational expenses of the Post, any Emergency expenditure of more than \$5,000.00 requires the approval of the Commander either in person, email or verbal approval.

D. All improvement projects must be approved by the EXCOM and General Membership. Additional improvement costs above ten percent of the authorized amount must be approved by the EXCOM.

ARTICLE VIII

House Committee

Section 1. The members of the House Committee shall be appointed by the Post Commander and shall be overseen by the third Vice-Commander.

Section 2. The House Committee shall be responsible for seeing that the rules and regulations are carried out by the membership and has charge of all matters pertaining to the care of the Post Social Quarters and arrangements for social activities.

ARTICLE IX

Convention Delegates

Section 1. Purpose. Delegates serve as proxy for the Post Officers, representing the Post in an official and/or voting capacity to District, State, and National Conventions. Only one delegate may be elected as proxy for a given Officer Representative.

Section 2. Appointments and Nominations. On an annual basis, members in good standing may be nominated as delegates by the General Membership and appointed by the Post Commander.

Section 3. Approval. The EXCOM shall approve those delegates appointed by the Post Commander.

Section 4. Contingencies. The EXCOM shall appoint as many Alternates as Delegates. Alternates may also be selected by the majority of the Delegates present at a given convention. Alternates shall at all times have the privileges of Delegates, except they shall not vote unless acting as Delegates as herein prescribed. Alternates may act as a Delegate whenever a Delegate is not able to attend a convention or a Delegate will be absent during the roll call of any convention. The vote of any Delegate absent from the Convention and not represented by an Alternate, shall be cast by the majority of Delegates present.

Section 5. Privileges. Delegates or Alternates attending any State Convention may have some of their Convention lodging, mileage, and meal expenses reimbursed by the Post after filing an approved Travel Voucher with receipts totaling \$20 or more attached. The specific amount paid shall be determined by the ECOM.

Section 6. Caveats. Only members so designated and approved may represent the Post in an official or voting capacity.

ARTICLE X

Committees and Special Appointments

The Post Commander, immediately upon taking office each year, shall appoint such standing committees as he/she deems necessary and publish same on the Post's website or equivalent social network site.

ARTICLE XI

Meetings

Section 1. The regular meetings of Post 176 Legionnaires shall be held in Springfield, Virginia on the first (1st) Tuesday of each month at 1900 hours unless otherwise designated by the EXCOM. The members will be notified by the Adjutant of any change through a direct mailing or the Post newsletter to be mailed at least ten (10) days prior to the new meeting date. If the meeting start time is delayed or the meeting is cancelled due to weather, funeral services, disasters, or emergencies, notice will be posted on the announcement board in the social quarters.

While these membership meetings are for Post 176 Legionnaires, other members of the Post family may attend as guests. Guests are observers only to the meeting and may not speak or vote

on any issue the general membership address. Only Post 176 Legionnaires in good standing have voting privileges. All Post 176 Legionnaires wishing to speak will wait to be acknowledged, then stand, salute the flag, address the podium, salute the flag, and be seated

The Post Commander may, at any time prior to or during a GMM, direct that the meeting be closed to just Post 176 Legionnaires in good standing. If a closed meeting is called during a GMM, all personnel, except for Post 176 Legionnaires in good standing, are required to leave.

Any non-members of Post 176 that wish to speak at the GMM must be on the agenda. To be added to the agenda the individual must contact the meeting chairperson at least 10 days prior to the meeting.

Section 2. The Post Commander or a majority of the EXCOM shall have the power to call a special meeting of this Post at any time.

Section 3. Upon the written request of fifteen (15) Post 176 Legionnaires in good standing, the EXCOM shall call a special meeting of this Post.

Section 4. The election of Post Officers shall be held at the regular GMM in May of each year. Only Post 176 Legionnaires in good standing are eligible to run for office. Voting shall be by secret ballot, unless prescribed otherwise by vote of at least two-thirds (2/3) of the Post 176 Legionnaires in good standing present and voting. A blank ballot, an incorrectly marked ballot, or an indecipherable ballot shall be recorded as a vote for no candidate and not be counted as a voted ballot in the total tally of votes cast. Should the minimum vote required to elect a candidate to office not be met, successive ballots shall be taken until the required majority vote is met. In order to be elected, a candidate must receive a minimum of one (1) vote more than half of those members present and voting (majority). Considering the circumstances where more than two (2) candidates are vying for a single elective office and no candidate receives a clear majority of the votes cast, then subsequent ballots will consist of a run-off between the two (2) candidates receiving the most votes during the initial ballot. The defeat of any candidate shall not preclude his/her eligibility for nomination and election to another office at the election meeting. Each candidate defeated for a particular office shall be polled immediately to determine if that candidate desires to stand for another office, as of yet unfilled.

Section 5. The terms of office of all Post Officers shall commence upon their installation and continue until the installation of their successors. The terms of office of Delegates and alternates shall commence immediately upon their election.

Section 6. Vacancies that occur prior to the completion of the prescribed term of the elected office may only be filled for the duration of that term. The Post Commander will appoint a Post Member to complete the “Legion Year” term.

Section 7. A quorum for Post 176 Legionnaire membership meetings shall be determined as a percentage of Legionnaire members in good standing as reported on the most recent membership report from the previous membership year, as follows:

- A. Regular meeting — 1.5%
- B. Sale/purchase of property or transfer of funds from the Corpus — 7%

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Section 8. All business conducted at a GMM, other than voting to accept candidates for membership, requires a two-thirds (2/3) vote of Post 176 Legionnaires in good standing present at the meeting.

ARTICLE XII

Notices

Section 1. Every member shall furnish the Post Adjutant his or her address for mailing purposes.

Section 2. By approval of this revised By-Laws, notice is perpetually provided that the election of Post officers shall occur during the GMM each May. The Post Adjutant shall also ensure notice of the annual election is given in the Post Scripts.

Section 3. Where notice is required under these By-Laws, it will be in writing and mailed to the last known address or sent via electronic-mail (E-mail) to the last known E-mail address of each member. A statement identified as "notice" in the Post newsletter or E-mail will suffice if it meets the time requirements herein. The determinant date will be the Postmarked date or, in the case of the newsletter, the date of mailing. Transmission date will suffice for E-mails.

Section 4. Prescribed periods of other notifications are as follows:

- A. Special Membership Meeting Ten (10) days
- B. Special EXCOM Meeting No notice required
- C. Special Elections Thirty (30) days
- D. Amendment of Constitution or By-Laws Thirty (30) days
- E. Real Estate Transactions Thirty (30) days

ARTICLE XIII

Rules of Order

Section 1. The order of precedence used to resolve issues covered within Post 176 By-Laws is as follows:

- A. Post 176 By-Laws
- B. Department of Virginia American Legion By-Laws
- C. National American Legion By-Laws
- D. Any relevant SOPs published by the Department of Virginia or the National American Legion.

Section 2. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall be a guide to govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and other rules the Association may adopt.

ARTICLE XIV

Conduct & Discipline

Reference Standards of Operation, Conduct and Discipline Section

ARTICLE XV

Amendment of By-Laws

Section 1. The By-Laws will be reviewed once a year. Any suggested changes to the By-Laws may be made any time during the year by the membership.

Section 2. These By-Laws may be amended by a two-thirds (2/3) vote of the Post 176 Legionnaires in good standing present and voting at any regular or special membership meeting of the Post after a review by the Judge Advocate and proper notification to the membership. A thirty (30) day's notice in writing to the membership of the proposed amendments is required. Such notice shall contain the material to be added to or deleted from the Bylaws, but this will not preclude the membership from making, or delegating authority to make changes in the proposed wording at the GMM.

Section 3. Suggested changes to these By-Laws are to be submitted, in writing, to the Judge Advocate for review. Suggested wording and deletions, along with rationale for the change. The Judge Advocate, after review of the proposed change(s), will present his/her recommendation(s) at the next GMM. The Judge Advocate may appoint a committee to assist him/her in this review. If approved, notice will be given to the membership as outlined in Article XII. If a recommendation for change is disapproved, the author of the suggested change will be notified in writing of the rationale for disapproval. The author of the disapproved change may appeal the decision by submitting the suggested change to the membership for consideration at the next membership meeting. If approved by the membership, proper notice will be given.

Section 4. Nothing contained herein may conflict with the National or Department Constitution and By-Laws of the American Legion. Any amendment to the National or Department Constitution or By-Laws shall automatically amend these By-Laws to that extent.

Section 5. In the event that any provision of these By-Laws are for any reason, deemed to be unenforceable, such unenforceability shall not affect any other provisions of the By Laws and all such other provisions shall remain valid, in effect and enforceable.



Standards of Operation, Conduct and Discipline

ARTICLE I

Post Management and Lounge Operations

Section 1. The General Manager has overall responsibility for all Post operations, which includes ensuring proper conduct and appropriate behavior of patrons is maintained at all times.

Section 2. The Social Quarters Manager shall have the authority to hire employees, discipline employees and terminate employment when necessary. He/she shall have the authority to make decisions necessary to ensure that the Social Quarters operations are in the best interest of Post 176.

Section 3. The operation of the Social Quarters shall be the responsibility of the Bar Room Manager, and he/she shall conform to the provisions of the Virginia Alcohol Board of Control (ABC) Laws/Regulations.

Section 4. The General Manager / EXCOM, as appropriate, will address issues resulting from misconduct of the Post 176 Family members or guests at the Post.

ARTICLE II

Use of Post Facilities

Section 1. The following persons shall be admitted:

- Any member of the American Legion showing his/her current American Legion card and his/or her spouse or significant other.
- Any member of the American Legion Auxiliary showing her current card and her spouse or significant other.
- Any member of the Sons of the American Legion showing his current card and his spouse or significant other.
- Any member of the Legion Riders showing his/her current card and his/her spouse or significant other.
- Minor children/grandchildren of any member stated above, during authorized times, and when accompanied by the member.

All members who enter The American Legion are required, if requested, to present their current Membership Card to the Manager on duty upon entry and prior to being served.

All persons using Post facilities are referred to as **patron(s)**.

Section 2. Members in good standing of Post 176 or of another American Legion Post shall be allowed to bring guests into the Social Quarters at any time. All guests will be signed in by their sponsor, in the "Sign in Log." Guests who are eligible to join the American Legion, American Legion Auxiliary, or Sons of the American Legion are restricted to three (3) visits to the Social Quarters as a guest. The sponsoring member is responsible for determining membership eligibility with respect to these provisions and will inform his or her guest(s) that joining the American Legion or its recognized affiliates will determine their future visitation rights. These restrictions do not apply to the immediate family or significant other categories as stated in Section 1 above.

Members shall be wholly responsible for the conduct of their guests.

Section 3. Non-Member Guests are not permitted to remain in the Social Quarters after the sponsoring member has left. These non-member guests are allowed only one visit per day.

Section 4. No member, guest or outside entity shall leave vehicles, boats, trailers, etc. on the Post Property for a period of time exceeding 72 hours, unless given special permission. Towing will be enforced at the owner's expense.

Section 5. No persons under the age of 18 will be permitted in the Social Quarters after **8:00 PM**, except on nights of Special Post functions, or as deemed appropriate by the Manager on Duty. An adult member must accompany all persons under the age of 21. No persons under the age of 21 will be seated at or lounge around the bar.

ARTICLE III

Conduct and Discipline

Section 1. Proper language should be used at all times. Loud, profane, vulgar or abusive language, or conduct prejudicial to good order, shall constitute grounds for removal from the Social Quarters and/or Post home. Members are requested to refrain from loud and boisterous conduct when leaving the Post Home.

Section 2. Members and guests will not interfere with the duties and direction of the Bar Manager on Duty. Any complaints about the operation of the Social Quarters or conduct of its employees or members shall be brought to the attention of the Bar Manager or the General Manager in writing. At no time will a member be allowed to verbally challenge another member in the Social Quarters and or Post home. Any suggestion or criticism concerning the operation of the Social Quarters shall be submitted to the Social Quarters Manager / General Manager where it will be given due consideration.

Section 3. No alcoholic beverage will be sold to anyone who, in the estimation of the Bar Manager on Duty, is under the influence of alcohol. Indications of intoxication shall include but not be limited to loud and boisterous behavior, dozing or sleeping anywhere on the premises, aggressive behavior, taunting and/or harassment of patrons or management, and use of profane or personally insulting language.

Section 4. The Bar Manager on Duty has the right, and is duty bound to refuse service to anyone whose conduct is, in the opinion of the Bar Manager on Duty, detrimental to any person(s), the Post, or The American Legion Post home. This includes comments directed toward patrons, which may be considered as personal attacks with respect to sex, race, creed, religion, personal lifestyles or personal differences.

Section 5. The Bar Manager on Duty may order anyone to leave the building whom, in his/her judgment, has violated one or more of these rules and/or has engaged in conduct that is detrimental to the Post, or any person. Any person failing to depart the Post when so directed may be evicted by the Bar Manager on Duty by whatever means he/she deems appropriate including, but not limited to enlisting aid from non-involved members to affect a low-key removal to involvement by the Police in extreme cases.

Section 6. Any member or guest, who is deemed by the Bar Manager on Duty to have violated any House Rule, must be reported to the General Manager in writing for possible disciplinary action. Such member may be suspended from privileges of the Post, by the Manager on Duty for the remainder of the 24-hour operational cycle. Any further disciplinary action will be addressed under **Section 7** of this Article.

Section 7. Complaints or formal charges must be filed with the House Committee within five (5) days of the event. Upon receipt of a written complaint, the General Manager / EXCOM will review the complaint and notify the accused in writing within ten (10) days, as deemed appropriate. The accused will have a minimum of seven (7) more days to prepare his/her response. After this time, the General Manager will meet with the accuser and the accused to determine if any further disciplinary action is warranted. The accused and accuser, with any witness(s) desired, will meet separately with the General Manger. After hearing all evidence relating to the matter, the General Manager will take action as deemed necessary to preserve

discipline in the Post Home. Any member disciplined shall have the right to appeal. The member will appeal to the Executive Committee, who will meet at its earliest convenience to hear the appeal. The decision of the Executive Committee is final.

Section 8. Members or guests not seated at the bar are requested to go to the service area to be served. This procedure facilitates the checking of membership cards and enhances service. If empty seats at the bar area are available, there is no need to go to the service area upon entering.

Section 9. Members and guests on Post sponsored trips are expected to abide by the same rules of conduct as if they were in the Post Home.

ARTICLE IV

Dress Code

Section 1. All patrons shall be neatly and appropriately dressed at all times, including foot wear. Basically, any clothing deemed inappropriate by management is not permitted. This would include clothing that is overly suggestive or revealing or in bad taste. Examples of inappropriate dress are as follows: • Bare chests, bellies, backs or feet • Swimwear • any outerwear with vulgar or offensive slogans • Oversized tank tops • Holey cut-offs with insides of pockets showing these are not intended to be all-inclusive. All members and guests are expected to dress so as not to offend any other member or guest.

Section 2. The management reserves the right to specify particular dress for special occasions.

Section 3. Members and guests are required to clean their shoes/boots to avoid tracking mud and/or seasonal (e.g. salt, sand, etc.) materials into the Social Quarters.

Section 4. The final decision as to what constitutes proper dress rests with the management.

ARTICLE V

Post Operations

Section 1. The hours of operation of the Social Quarters will be Monday 11:00am to 9:00pm Tuesday through Thursday 11:30am to 10:00 PM, Friday and Saturday 11:30am until 1:00am, and Sunday 11:30 am to 9:00 pm unless there is a scheduled event.

Section 2. At the discretion of the Bar Manager on Duty, the closing hour may be earlier if there are no more than five patrons in the Social Quarters.

Section 3. Last call will be 20 minutes prior to closing. At that time no new games (such as pool or pull-tabs) will be started and games in progress must be completed within the 20-minute time. No patrons will be allowed to remain in the Bar after the bartender has closed.

Section 4. The hours of operation will be posted and enforced by the Bar Manager on Duty.

Section 5. When the Post is sponsoring a special function, the management reserves the right to suspend bar operations in the Social Quarters; however, the Post Home will remain open.

Section 6. Beverages

1. No alcoholic beverages will be served to minors, (persons under the age of 21), nor will they carry any alcoholic beverages to any person in the Social Quarters.

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2. Alcoholic beverages purchased or mixed in the Social Quarters may not be carried out of the building except on the deck or designated area. This will not apply if we have a special event permit for a function in the parking lot.

Section 7. All alcoholic beverage purchases in the Social Quarters will be on a cash basis only until such time as the post is able to accept card cards for any alcoholic purchases. All gaming will be cash only.

Section 8. Checks will not be accepted for payment for goods and services or cashed in the Social Quarters at any time.

ARTICLE VI

Sound Control

The Bar Manager on Duty will control the volume for the television sets. The choice of what is to be shown and/or played on all audio/visual equipment will be determined by the majority of patrons on hand.

ARTICLE VII

Kitchen Operations

Volunteers using the kitchen during Post Events are responsible for ensuring that all cooking appliances, counters, utensils, etc., are thoroughly cleaned and stored in their proper place at the end of their use.